The Top Ten Things a PCO/Buyer Should Know About…….. DD Forms 350 (Individual Contracting Action Report)

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The #10 thing a PCO/Buyer should know about DD350's

10. A DD350 is required for the following actions:

Obligations/Deobligations >$25K

- **Prepare separate DD350's for a single award that contains both FMS and non-FMS requirements**
- **Prepare separate DD350's for a single award with multiple contract types (for each contract**

The #9 thing a PCO/Buyer should know about DD350's

9. Block-by-Block, detailed instructions for completing a DD350 are located at:

- **DFARS 253.204-70**

The #8 thing a PCO/Buyer should know about DD350's

8. A DD350 is required upon issuance of a basic IDIQ contract.

- **Ref: DFARS 204.670-2(a) and 204.670-6(c)**
- **Block B7, Type Obligation, should be marked No Dollars Obligated or Deobligated**
- **Block B11, Total Estimated Contract Value, enter whole dollars value of estimated value.**
- **Reminder: DD350 is required for orders under IDIQ contracts.**

The #7 thing a PCO/Buyer should know about DD350's

7. DD350's should be prepared/transmitted *in conjunction with* contract award, not after the fact.

- **No batching for later, please**
  - **Negatively impacts our center metrics**
- **PK now receives monthly reports "by buyer code" regarding missing DD350's**

The #6 thing a PCO/Buyer should know about DD350's

6. Do not "copy" the DD350 inputs from the previous buy.

- **It could be improperly coded**
  - **Don't repeat the mistake!**
- **Think about the instant contractual action and the importance of proper coding**

The #5 thing a PCO/Buyer should know about DD350's

5. **If your acquisition is a Performance-Based Service Contract, be sure to code Block B1E as "Y" (yes). If you need assistance in determining if your buy is Performance-Based, contact:**

- ***Chuck Pipkin, 6-6132.***

The #4 thing a PCO/Buyer should know about DD350's

4. Block B10, MultiYear Contract:

- **This block should *ONLY* be coded "Y" when the buy meets the definition of multiyear found at FAR 17.103.**

- **It should *NOT* be coded "Y" (yes) for a basic contract with options.**

The #3 thing a PCO/Buyer should know about DD350's

3. Proper DD350 coding is *critical* because:

- **The DD350 is the medium by which we report to HQ, and subsequently to Congress, how funds are being expended. Proper coding of the document is paramount to accurate reporting.**

The #2 thing a PCO/Buyer should know about DD350's

2. Help is merely a phone call away:

- **Policy POC (coding questions):**

  Julie Freeman/PKPB/6-9006

- **System POC (administrative questions):**

  Cassandra Tharpe/PKPB/6-7118

And……The <u>#1</u> thing a PCO/Buyer should know about DD350's

1. **Forget that you have any "cents" when you are preparing a DD350**

- **Enter <u>*whole dollars only*</u> in Block B8**
- **DFARS 253.204-70(b)(8)**